

Mentoring Kit

What is Mentoring?

Simply put, mentoring is a process whereby individuals in one group (ACIDO Associates, in this case) learn to expand their skills and capabilities under the guidance and tutelage of other individuals in another group (ACIDO Professionals) who have the benefit of years of experience.

Why is Mentoring important?

The importance of mentoring is to be found in two areas: the quality of information passed on and the speed with which it is imparted. Current ACIDO Professionals have learned by doing. They have honed their skills either within their own projects and achievements or in the company of other Professionals who guided them informally through employment or other forms of cooperation.

The ACIDO Mentoring Program is intended to formalize this process by identifying the skills and capabilities ACIDO (and international design organizations such as ICSID) have determined are necessary to the professional practice of Industrial Design, and by providing a framework whereby these skills and capabilities can be learned and confirmed.

ACIDO believes that the formalization of the content and the process will facilitate the achievement of more competent professional abilities earlier in the designer's career. This leads in turn to a reduced risk of error to all parties (employer, designer and consumer), and the enhancement of both the actual quality of the experience for all parties and the perception of quality apparent in the ACIDO brand.

Who is eligible?

Any ACIDO Associate member in good standing is eligible to participate in the program. Please refer to "Section Two: Prerequisites" for additional information.

How does ACIDO's Mentoring Program work?

ACIDO's Mentoring Program is structured around a simple Kit that consists of:

- a Contract between the Associate and the Professional that outlines specific responsibilities of each to the other, and of both to ACIDO
- a Master List of required skills and capabilities, described in detail, with space for approvals, and
- an empty Portfolio (provided by the Associate), to be filled with documented evidence of the achievement of particular skills.

The Associate is required to find a Professional member in good standing who will agree to act as a Mentor, ensure that the Professional understands the degree of input and coordination required, and to strike a contract with that Professional for the term of the Mentoring Program (ranging from one to four years, depending upon the educational background and work experience of the Associate).

Over the course of the Mentoring process, the Associate and Mentor will discuss and explore each listed skill and capability in turn, and the Associate will demonstrate an understanding of each and a facility with each to the satisfaction of the Mentor.

What is the basis for completion?

The Associate will be deemed to have acquired a particular skill or capability when his/her performance in that skill or capability reaches a level on par with expected norms of professionalism as determined by the Mentor. The Mentor shall make this determination on the basis of his/her professional experience with the skill, tempered by an awareness of the full range of such skills currently offered by practicing professional designers (state of the art), and shall sign off each skill or capability upon approval.

The preparation and organization of documentation for each acquired skill shall be the responsibility of the Associate. This documentation Portfolio shall form the basis of the Case Histories to be submitted for approval to the Director of Membership, whose decision of acceptance or rejection is final.

How do I get started?

Read this Kit in its entirety, contact an ACIDO Professional in good standing and discuss whether they would be available and interested in acting as a Mentor, and begin acquiring and demonstrating your skills. Take full advantage of the time available (up to four years) and don't rush. Discuss each skill in detail with your Mentor and seek examples of professional levels of skill in design media, exhibits, lectures and presentations, and the work of other Professional Industrial Designers. Learn from what others are doing, expand upon what you learned in school, and grow your own skills accordingly.

As you are able to demonstrate and document your own skills, seek incremental improvement of them, and don't hesitate to upgrade your documentation as you work toward your goal. Try to consolidate your skills and present as many as possible within the context of your Case Histories. A well-documented project should present ample evidence of your professional level skills. Don't be surprised, however, if you are not given full responsibility for all aspects of a project until your skills and experience have reached considerable levels, and don't hesitate to offer evidence and documentation from a variety of project experiences to back up your claim to proficiency with a particular skill or capability.

When your Mentor is satisfied that you have achieved Professional levels of capability in a particular area, he/she will sign off his/her approval and you can move on the next skill.

How do I know when I'm finished?

You will be finished when your Portfolio meets the criteria specified in ACIDO's requirements for Professional status. Specifically, when you can supply documented evidence with your Mentor's approval for each of the listed skills and capabilities, either in the form of the required Case Histories or as supplemental documentation in addition to the required Case Histories, your submission will be reviewed by the Director of Membership and approved. If your submission is found lacking in some area, this deficiency will be noted and you will be asked to resubmit with improved documentation.

What's next?

Approval of your submitted portfolio will result in your being accredited with Professional status in ACIDO, Ontario's Professional Industrial Design Association. You will be accorded the title Chartered Industrial Designer and the letters ACIDO, and you will be in an excellent position to assist in the growth and advancement of your profession by acting as a Mentor to another Associate member who will benefit from your guidance and knowledge.

Section Two: Prerequisites

The sole prerequisite is ACIDO Associate Member Status. The applicant must be an ACIDO Associate Member, having achieved the level of industrial design-specific education required for Associate Membership Status. For reference, please note the following description, reprinted from ACIDO's By-Law #4:

4.04 Associate Member

I Definition and Requirement

Associate membership shall be available to any citizen or resident of Canada, whose primary responsibility as a designer, educator or researcher, is in the field of industrial design, and,

1. has not acquired the requisite combination of design-related education, practice time and experience required for Professional Member status, and,
2. is actively participating in the Association's Mentoring Program with the intent of acquiring Professional Membership status within four (4) years.

II Rights and Benefits

Associate Members are entitled to:

1. Receive information and benefits arising from programs promoted by or on behalf of the Association, ACID or ICSID.
2. Attend annual, regular and special ACIDO meetings;
3. Serve on committees of the Association;
4. Receive such Professional Practice materials and Associate Member Benefits as may be offered by the Association from time to time, including industry publications;
5. Have access to the Association's newsletters and minutes of its Board meetings; ACID and ICSID publications;
6. Be registered in the ACIDO directory as an Associate Member;
7. Receive free admission to all regular ACIDO programs and events;
8. Be assigned a Professional Member to act as a Mentor.

Section Three: Objective

The objective of Mentoring is the achievement of ACIDO Professional Member Status. For reference, please note the following description, reprinted from ACIDO's By-Law #4:

4.01 Professional Member

I Definition and Requirement

Professional membership shall be available to any citizen or resident of Canada, whose primary responsibility as a designer, educator or researcher, is the field of industrial design, and,

1. holds at least an undergraduate degree in industrial design or a related design discipline from a course which is accredited by the Association, and,
2. has attained two (2) years of Mentored experience, or three (3) years of experience as a designer, educator or researcher in the field of industrial design, and,
3. has submitted, to the satisfaction of the Association, three (3) Case Histories and/or Letters of Sponsorship.
or,
 1. has attained a total aggregate of eight (8) years of design-related education and/or experience (or seven (7) years if a Mentored Associate) as a designer, educator or researcher in the field of industrial design, and,
 2. has submitted, to the satisfaction of the Association, three (3) Case Histories and/or Letters of Sponsorship.

II Rights and Benefits

Professional Members are entitled to:

1. Be issued national and provincial certificates, provincial stamp and accorded the title letters of ACID and ACIDO;
2. Receive memberships in the Association of Canadian Industrial Designers (ACID) and in the International Council of Societies of Industrial Design (ICSID);
3. Receive information and benefits arising from programs promoted by or on behalf of the Association, ACID or ICSID.
4. Attend Annual, Regular and Special ACIDO meetings;
5. Vote at Annual, Regular and Special ACIDO meetings;
6. Hold elected office of the Association;
7. Serve on committees of the Association;
8. Receive such Professional Practice materials and Professional Member Benefits as may be offered by the Association from time to time, including the ACIDO Contract Form and industry publications;
9. Have access to the Association's newsletters and minutes of its Board meetings; ACID and ICSID publications;
10. Be registered in the ACIDO directory as a Professional Member;
11. Receive free admission to all regular ACIDO programs and events.

Section Four: Mentored Skills and Capabilities Required for Professional Status Application:

1. Generic Attributes

- Leadership and initiative
- Teamwork
- Innovative and creative thinking
- General problem solving
- General communication skills (oral, written and visual)
- Environmental sensitivity
- Adaptability to rapid changes
- Ability to interpret factors leading to socio-economic changes
- Aesthetic sensibility
- Ethical values

2. Specific Industrial Design Skills and Knowledge

- Design thinking and design process
- Design methodologies
- Relevant design history, theory and criticism
- Relevant research methodologies
- Specific communication skills
 - Oral
 - Written (Design Brief, Fee/Cost Proposal, Report)
 - Visualization skills and knowledge (2D & 3D)
- Knowledge about human users
 - Human factors
 - Ergonomics
 - Usability assessment methodology
- Cultural context
- Basic knowledge of:
 - Product development processes
 - Manufacturing
 - Materials, processes and relevant sciences
- Design management
 - Legal aspects of design (patent, copyright, trademark and intellectual property)
 - Business principles and professional ethics
 - Office organization techniques and costing
 - Economics
- Environmental awareness
- Computer skills and knowledge
- Model making

3. Knowledge Integration

- Strategies of system integration

Section Five: Associate / Mentor Contract

The Associate agrees to: do the work required to prove his/her capabilities, maintain proof of achievement in the form of three Case Histories and/or letters of sponsorship.

The Mentor agrees to: Mentor (discuss, demonstrate, teach and/or suggest sources of information regarding the skills required); evaluate and vouch for the performance and capabilities of Associate; safeguard and uphold the standards of the Association.

START DATE:

ASSOCIATE'S NAME:

SIGNATURE

MENTOR'S NAME:

SIGNATURE

MENTOR'S FINAL APPROVAL:

COMPLETION DATE:
